



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Information for Benefit Renewal

Your household must complete a semi-annual or annual benefit renewal. Between applications for food benefits or benefit renewals for SoonerCare (Medicaid), or Child Care Subsidy, OKDHS will send you a form or a notice titled Renew My Benefits telling you a benefit renewal is due. **You must complete your benefit renewal even if you have no changes to report.**

Please notify the local OKDHS office anytime your address changes. OKDHS sends all forms and notices, including renewal notification, to the last address on record. **Failure to complete the benefit renewal causes your benefits to stop.**

The box checked on this form contains the information that applies to you. If you receive multiple benefits such as food, health, and/or child care subsidy benefits, your eligibility renewal for these benefits is completed at the same time.

Semi-annual benefit renewal

You are required to reapply for food benefits once every 12 months. OKDHS sends you the Renew My Benefits form or a notice in the 5th month of your certification period.

Once you are approved for child care subsidy benefits, you must complete a benefit renewal every six months. OKDHS sends you the Renew My Benefits form or notice when your benefit renewal is due.

You must complete the benefit renewal and provide all the required verifications by the date shown on the form or notice. **If you do not complete the benefit renewal, your benefits will stop!**

Annual benefit renewal

You are required to reapply for food benefits once every 24 months. OKDHS sends you the Renew My Benefits form or notice in the 11th month of your certification period.

Once you are approved for health benefits, you must complete a benefit renewal every 12 months. OKDHS sends you the Renew My Benefits form or notice when your benefit renewal is due.

You must complete the benefit renewal and provide all the required verifications by the date shown on the form or notice. **If you do not complete the benefit renewal, your benefits will stop!**

For food benefits: Anytime your household's monthly gross income changes to more than the amount shown for your household size on the scale below, **you must tell your worker within ten calendar days** of the change and provide verification of all income.

Gross income is all income your household received in the most recent calendar month, before any deductions were made.

Maximum gross income scale for household size

1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
\$1,180	\$1,594	\$2,008	\$2,422	\$2,836	\$3,249	\$3,663	\$4,077

Some changes may cause your household to get more food benefits. Examples are:

- your gross household income goes down such as someone loses a job or a check stops coming;
- a household member's work hours are reduced;
- someone moves into your home;
- someone who has income moves out of your home; or
- your shelter costs increase.

You may **report changes** between your benefit renewal months by writing a letter, calling, emailing, or completing green Form 08FB038E, Changes in Household Circumstances.

For child care subsidy benefits: You must tell your worker **within ten calendar days of all** changes in gross income, household members, child care provider, reason care is needed, and the days and hours you need child care.

For health benefits: You must tell your worker **within ten calendar days of all** changes in resources and gross income.